

**RESTRICTED**

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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : The Assistant Director for Operations

DATE: 5 January 1952

FROM : Chief, Contact Division

SUBJECT: Effects of moving Contact Division

REFERENCE: Report on OO staff meeting 17 December 1951

1. Paragraph two of the reference asked for an expression as to whether moving of the offices affects the morale of employees: whether or not it would adversely affect the operations of the offices: and if employees' morale were affected by new people entering on duty necessitating making room for new employees when conditions are already crowded.

2. Since the Division has moved about once a year for the past four years, the employees have become used to such moves and understand that the reasons necessitating the moves are based on an extreme shortage of office space. With this realization the employees are not adversely affected by making room for new people, although overcrowded conditions naturally bring up expressions of the desire for more adequate space.

3. Any move disturbs the operations of this Division, to some extent, particularly because of the break in teletype communications and the length of time required to move and place the large volume of safes and equipment contained in Index Branch. It is my understanding, however, that in the past no serious injury occurred to Division operations when a move was required.

4. The Division is now located close enough to our prime consumers to affect the working level liaison contacts so necessary in the accomplishment of our mission. Also, our location relative to your office is most desirable. I would, therefore, strongly resist any move which would disturb either of these relationships.

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